

Application for Voluntary Suspension of a Licence

Children's Services Act 1996, Children's Services Regulations 2009

About this application

- The Secretary or Delegate of the Department of Education and Training may grant a voluntary suspension of licence, or in the case of an associated children's service a service approval if
 - The premises at which the children's service operates will be undergoing building works or renovations during the proposed period of suspension; or
 - The children's service is located in a rural or remote area and low enrolments mean that it would not be viable to operate the service during the proposed period of suspension; and
 - The licence has not previously been suspended during its current term, or in the case of an associated children's service, the service approval has not been suspended in the previous 5 years; and
 - The proposed period of suspension is no longer than 12 months

Documents you must provide with this application

If available, you should attach evidence supporting your reasons for the suspension.

Applicant/Licensee/Approved Provider details

1. Children's service licence number or service approval number

2. Full name of licensee or approved provider

3. Postal address of licensee or approved provider

Building name (if applicable)

Unit, floor, street number and street name or PO box

Suburb/Town

State

Postcode

Children's service details

4. Name of children's service

5. Address of children's service (P.O. boxes cannot be accepted)

Unit, floor, street number and street name

Suburb/Town

State

Postcode

6. Postal address of children's service

Same as postal address in question 3 Same as address in question 5 Or different postal address specified below

Building name (if applicable)

Unit, floor, street number and street name or PO box

Suburb/Town

State

Postcode

7. Email address

Daytime telephone number

Fax number

8. In which Local Government Area is the service located? (eg Port Phillip, Swan Hill)

Voluntary suspension details

9. For what period are you seeking the suspension of licence or service approval (note the maximum period of suspension is 12 months)?

Start date

End date

10. Why are you seeking the suspension of licence or service approval?

The premises at which the service operates will be undergoing building works or renovations during the proposed period of suspension.

-7 Go to question 11

The children's service is located in a rural or remote area and the number of children enrolled at the service is not viable to operate the service during the proposed period of suspension

-7 Go to question 12

11. For building works or renovations, have you submitted or will you be submitting an *Application for Approval of Alterations or Extensions* form?

Yes -7 Date submitted or Proposed date of submission

No -7 Describe the proposed changes to the structure and design of the premises

12. How do you intend to notify the parents or guardians of children who are cared for or educated by the service about the suspension of the licence or service approval? Describe the process you propose to undertake

13. Will the service offered by the children's service be different on resumption of the licence or service approval?

No -7 Go to question 14.

Yes -7 Describe the differences

Contact person for application

14. Provide details of the person who will be the contact for any enquiries about this application.

Title (Mr, Mrs, etc)	Family Name	Given names		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Email address	Business hours telephone number		Fax number	
<input type="text"/>	<input type="text"/>		<input type="text"/>	
Postal address				
Same as licensee's or approved provider's postal address in question 3 <input type="checkbox"/>				
Same as children's service premises address in question 5 <input type="checkbox"/>				
Same as children's service postal address in question 6 <input type="checkbox"/>				
Or different postal address specified below				
Building name (if applicable)				
<input type="text"/>				
Unit, floor, street number and street name or PO box		Suburb/Town	State	Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Declaration and signature

15. I declare that:

- the information in this application and any attachments are true and correct;
- it is intended the children's service will resume operation at the end of the period of suspension;
- if a body corporate, this application is signed in accordance with the rules governing the body corporate legal entity.

Who must sign:

Individuals: The individual applicant.

Company: Two directors of the company, or a director and company secretary, or if sole proprietor the sole director.

Incorporated association: The Public Officer and one other member of the management committee.

Cooperative: Two directors of the cooperative, or a director and one other officer of the cooperative.

Partnership: A managing partner who is authorised to sign on behalf of the partnership. This signature binds all partners.

Corporation/Government School Council: Signed in accordance with rules of the corporation/council.

Signature	Printed name	Position (if body corporate)	Date
<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Printed name	Position (if body corporate)	Date
<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Document checklist

- If available, you should attach evidence supporting your reasons for the suspension (e.g. planning permit, enrolment information)

What to do next

Attach documents

- Make sure you have attached all relevant documents specified in the document checklist or your application will be delayed.

Pay the application fee

- The application fee must be paid at the time of application. There is no GST payable on any fee.
- The fee amount depends on the number of children's places the service provides and the licence or service approval period. Fee amounts are listed in the fees sheet at www.education.vic.gov.au or may be obtained by calling 1300 307 415.
- There is no fee for varying a short term licence.

How to pay

- By cheque made payable to 'Department of Education and Training'.

Lodge your application

By posting to: Department of Education and Training
Quality Assessment and Regulation Division
Service Administration and Support Unit
GPO Box 4367 Melbourne Victoria 3001

What happens then

- You will receive an acknowledgement that your application has been received. You may need to provide further information.
- The Secretary will give notice in writing of the decision on the licence or service approval. The period of suspension remains in force for the period of time specified in the notice.
- A licensee or approved provider whose licence or service approval is suspended is deemed not to be a licensee or approved provider in respect of the premises to which the licence or service approval applies for the period of suspension.
- If any change occurs in the information you have provided in your application, you must notify your Regional Office as soon as possible.